



Banquet Information Packet

Banquet and Private Dining Room

Emory's is located on the shore of Silver Lake, a 106-acre natural spring fed lake. The restaurant's interior décor is lodge-style with high open beam ceilings and spectacular westerly views across the lake. In addition to our spacious 6,000 square foot building, we feature the largest outdoor lakefront deck in Snohomish County.

Our Banquet Room is currently available for private dinner functions for groups up to 50 guests with advanced reservations, or meets the minimum rental guarantee.

BREAKFAST SERVICE

Not available at this time.

LUNCH SERVICE

Not available at this time.

DINNER SERVICE

The Banquet Room can accommodate up to 50 guests for a table served dinner; up to 40 guests for a buffet style cocktail and hors d'oeuvres party.

We offer two seating times for banquet parties:

First Seating:

Monday-Saturday: 4pm to 5pm arrival with completion by 7pm

Sunday: 2pm to 3pm arrival with completion by 5pm

Second Seating:

Monday-Saturday: 7:30 to 8pm arrival with completion by 10:30pm

Sunday: 6pm to 7pm arrival with completion by 9:30pm

If more time is needed for your event, please contact our Banquet Manager for additional costs per hour.

The Sunset Room is not available during business hours.

The Deck is not available for banquet parties.

BANQUET ROOM OPTIONS

Banquet Room – The north end of our dining room can be closed off for a private banquet that can accommodate up to 50 guests for a sit down dinner event, and up to 40 guests seated with a buffet. Breakfast and lunch events currently unavailable at this time.

Sunset Room – We have the Sunset Room which is our covered area of our outdoor deck that includes radiant heat and a large fireplace. This room is currently unavailable for banquet parties.

Main Dining Room – Our Main Dining Room is available for a breakfast or lunch buffets with a maximum seating for 80 guests. Breakfast service must be concluded by 10am, and lunch service by 2pm. This room is currently unavailable for banquet parties.

Main Dining Room and South Dining Room/Lounge Combination - By combining our main dining room with the adjacent lounge, we can accommodate a maximum of 130 guests for breakfast or lunch buffets. Breakfast service must conclude by 10am, and lunch service by 1:30pm. Currently unavailable at this time.

CONTRACTS, MINIMUMS & DEPOSITS

We have Food & Beverage Minimums for each of our private areas. Minimums vary depending on dates and times. There is an increase in the Food & Beverage Minimum for December banquet parties.

Please inquire with our Banquet Manager on specific minimums.

To reserve space for your event, a \$500 deposit is required along with a signed Banquet Reservation Agreement (to be submitted online). The deposit will be held for up to three (3) business days after the event has concluded, and will be refunded as long as no damage is done to the room, equipment, or any other restaurant property. Should damage occur, the deposit will go towards replacing the damaged materials. The minimum includes the subtotal of all food and beverage. It does not include applicable service fee, sales tax, or gratuity. Payment is due in full at the conclusion of your event.

Please see next page for Food & Beverage Minimums.



Food and Beverage Minimums

*Banquet Room {50 guest maximum}

Day of the Week	Dinner	Lunch	Breakfast
Monday	N/A	N/A	N/A
Tuesday	\$1,500.00	N/A	N/A
Wednesday	\$1,700.00	N/A	N/A
Thursday	\$1,700.00	N/A	N/A
Friday	\$2,000.00	N/A	N/A
Saturday	\$2,000.00	N/A	N/A
Sunday	\$2,000.00	N/A	N/A
DECEMBER DATES	Add \$500	N/A	N/A

*Dining Room {80 guest maximum}

Day of the Week	Dinner	Lunch	Breakfast
Monday	N/A	N/A	N/A
Tuesday	N/A	N/A	N/A
Wednesday	N/A	N/A	N/A
Thursday	N/A	N/A	N/A
Friday	N/A	N/A	N/A
Saturday	N/A	N/A	N/A
Sunday	N/A	N/A	N/A
DECEMBER DATES	N/A	N/A	N/A

*Sunset Room {50 guest maximum}

Day of the Week	Dinner	Lunch	Breakfast
Monday	N/A	N/A	N/A
Tuesday	N/A	N/A	N/A
Wednesday	N/A	N/A	N/A
Thursday	N/A	N/A	N/A
Friday	N/A	N/A	N/A
Saturday	N/A	N/A	N/A
Sunday	N/A	N/A	N/A
DECEMBER DATES	N/A	N/A	N/A

If the food and beverage subtotal is less than the minimum revenue required, the difference will be billed as a "Room Fee". Food & Beverage Minimums are subject to change.

***Rooms are not available on restaurant holidays:**

Valentine's Day, Easter, Mother's Day, Father's Day, 4th of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day

Event Details

Menus

Our private dining menus offer some of our most popular dishes in a relaxing banquet setting. We have an extensive selection of items to perfectly compliment every event. Choose to begin with passed or buffet-style hors d'oeuvres. You may choose from our plated 3-course dinner menu, or design a cocktail style reception with heavy hors d'oeuvres. *Items and prices are subject to change, and we will do our best to notify you in advance.*

Guest Counts

Emory's is able to accommodate a pre-selected choice of up to four table served dinner entrées for a maximum of 50 guests. Dinner also includes one starter, and one dessert (pre-selected by the host). The final menu choices, along with entrée pre-counts, are required at least five business days in advance. Should your guest count total decrease below less than five (5) business days prior to your event, you will be billed an average entrée price for the amount of guests not in attendance, listed on your bill as a "Final Guarantee" charge. Predetermining and finalizing the exact number of guests attending is of the utmost importance to assure our food and scheduled service personnel are adequate to meet the needs of your event.

Beverage Options

Hosted or non-hosted service is available for your event. Consider a selection of specialty cocktails for a pre-event reception and/or a selection of liqueurs or after dinner drinks. You may also offer draft beer and wine by the glass for your guests. We offer a variety of wine to complement your menu selections. Banquet 3-course plated dinners include complimentary non-alcoholic beverages (coffee, tea, soda and iced tea). Any additional beverage costs will be added directly to the final bill.

We have a wide variety of non-alcoholic beverage choices.

Personalized Menus

Printed menus can be personalized with your name or company name and logo, along with your menu selections. We can also create name cards that can be placed at each setting if the host can provide a seating chart at the time menu counts are confirmed.

Table Linen, Décor, Etc.

Our indoor restaurant tables are made of dark stained solid wood. Our standard rust napkins and candles are included in the price of banquets. Special color napkins require an additional charge. White linen tablecloths are included with dinner banquets, and can be ordered for breakfast or lunch events at an additional cost. Flowers can be arranged at additional cost, or you may provide your own. We discourage helium balloons, and we do not allow nails or tacks to be used. Confetti is prohibited.



Additional Items & Pricing

Emory's on Silver Lake is the sole provider of all food and beverage served at your event. Prices are subject to change. Exact pricing will be confirmed upon booking.

Special Occasion Cakes & Desserts

If you would like to bring a specialty cake, there will be a \$2. per person cake cutting fee. Emory's will provide plates, forks, a cake knife and staff to cut and serve the cake. Our license permits us to only serve products prepared in a commercial kitchen licensed by the Health Department. Please inquire about cost for outside cupcakes and cookies.

Corkage Fee

Emory's does not allow outside beverages, with the exception of bottles of wine not currently on our wine list. If you choose to bring your own wine, we will charge a \$20 corkage fee per 750ml bottle.

Wedding Fee

Our wedding fee starts at \$600. when you decide to hold your ceremony on premise. Our Banquet Manager will work with you exclusively to plan your ceremony and reception from start to finish. We will also provide a complimentary 1-hour rehearsal walkthrough (mutually agreed upon date at least 5 days in advance).

There is a \$2.00 per guest cake cutting fee for all outside wedding cakes brought into Emory's.

Additional Setup

In the event that your party requires additional setup or teardown, we charge \$25 per hour (2 hour minimum) per staff member needed for the extra labor.

Audio/Visual Equipment

The banquet room is equipped with a 60" flat screen HDTV which can be hooked up directly to your laptop for videos, presentations, slideshows, etc. We will provide the necessary cords and adapters for easy connection.

Please let us know in advance if this is something you will be using and we will happily assist with setup.

Parking

Emory's has a complimentary parking lot for the use of our guests.

Please allow added time during holidays and peak business hours.

Emory's also has an auxiliary parking lot across the street for overflow guest parking.

Carpooling is encouraged.

Responsibility

The host is responsible for any damage done to the facility, rooms, and equipment during the event, as well as the behavior of guests in attendance. Emory's is not responsible for lost or stolen items.

The host will forfeit the deposit for any items removed from the restaurant or any damage caused.

Cancellation

Banquets canceled 2 weeks (14 calendar days) or more prior to the event are refundable. If cancellation occurs less than 2 weeks before the event, the deposit is non-refundable. December cancellations less than 1 month (30 calendar days) notice will forfeit their deposit, except in a situation where the space is rebooked.

Emory's on Silver Lake Banquet Reservation Agreement

This agreement is for your records.

Confirm availability for your party before submitting the contract & deposit online:

www.emorys.com/banquet-reservation

Thank you for choosing Emory's on Silver Lake!

We look forward to the opportunity to work together to make your special event be the best.

Please read this entire agreement prior to submitting the contract and deposit.

A \$500 deposit is required along with the online contract to reserve space for your event. The deposit will be used to confirm your reservation and hold the room, and as a damage deposit. The deposit will be held for up to three (3) business days after your event has concluded, and will be refunded as long as no damage is done to the room, equipment, or any other restaurant property. Should damage occur, the deposit will go towards replacing the damaged materials. Upon receipt of this online reservation agreement and deposit, reservations are confirmed as final. Without a deposit, the reservation is considered tentative and we reserve the right to release holds on our banquet room after 72 hours. Banquets cancelled 2 weeks (14 calendar days) or more prior to the event are refundable. If cancellation occurs less than 2 weeks (14 calendar days) before the event, the deposit is non-refundable. December cancellations less than 1 month (30 calendar days) notice will forfeit their deposit, except in a situation where the space is rebooked.

All cancellations must be made in writing or directly with the Banquet Manager.

Emory's banquet facility requires a final guarantee of menu selections, the number of guests attending, and entrée pre-counts by 12:00pm at least five (5) business days prior to your event. Business days are defined as Monday through Friday. Once received, this number constitutes a guarantee. *The bill will reflect the final guarantee or the actual number of guests - whichever is greater.* The final guarantee number is of utmost importance to ensure that the food, beverages, and scheduled service personnel is adequate to meet your needs. Emory's Banquet Menu items and prices are subject to change at any time, and we will do our best to notify you of these changes in advance.

We require a minimum food and beverage fee be met (refer to Food and Beverage Minimums page). If the minimum is not met, the difference will be calculated and added to the bill as a "Room Fee". We add Washington State Sales Tax to the final bill, along with a 4% service charge in order to cover the government mandated cost increases for employee benefits. The amount of gratuity may be determined by the host when the final bill is presented, with industry standards generally 18-20% prior to sales tax.

The event host will be presented with one single bill - no separate checks will be provided (with the exception of a No Host Bar). The balance is due in full at the conclusion of your event. Emory's promotional gift certificates or personal checks may not be used toward banquet payment. We accept Cash, Visa, American Express, MasterCard, Discover, Emory's Gift Cards, or a Company Check (with advance notice).

E-card points will not be accrued on banquet events.

